



Answers to questions submitted in response to RFP HE15-PHEM-01/Continuity of Operations (COOP) Table Top Exercise

Expected Number of Participants

Q: What is number of participants you expect to participate in the COOP Table Top Exercise?

A: Public Health Emergency Management anticipates no more than 30-40 participants total in the COOP exercise.

Location of Training

Q: Will the City be able to provide the facility for the training, or is it expected that the consultant will locate and secure the facility?

A: The consultant is expected to locate and secure a facility. However, the Health Department has access to City sites that can be secured for the training without cost. The consultant can work with the PHEM Director to secure one of these locations, if available. However, if these sites are already booked for the date(s) of the exercise (as planned in coordination with the consultant), the burden of securing a location lies with the consultant.

Exercise Logistics

Q: The RFP mentions the possibility of doing one full day exercise or multiple days. Can any clarity be offered as to whether this will be able to be offered as a one or two day exercise?

A: We anticipate this exercise will cover a full day for staff, lasting approximately 6-8 hours. The consultant can work with the PHEM Director to determine the best way to conduct the exercise. This option was noted to offer flexibility in delivery of the exercise. The logistics of securing a location and food for multiple days will be a determining factor on how to conduct the exercise; and there are pros and cons to different approaches. For example, there could potentially be a cost savings by holding the exercise over multiple days so that the session can break prior to or start after lunch, and only refreshments and coffee would be provided for participants. However, there may be inconsistency in participation by staff if the exercise is held over multiple days. If the exercise is held over one day, a working lunch would be optimal to keep staff engaged. Consultants should design and propose the exercise as they see fit. PHEM is open to working closely with the consultant to figure out logistical issues, such as lunch breaks.

COOP Plan/Annex

Q: When was the COOP Plan/Annex last updated?

A: Staff information (names, titles, positions) in the COOP Plan is updated annually. However, a complete update on COOP processes and protocols has not been completed since 2010. The Health Department plans to use findings and recommendations from this table top exercise to make detailed updates to the existing COOP Plan.